

Gender Equality Plan

Emerald Green Power Ltd

| Version | Effective date | Review cycle | Equality Lead |
|---------|----------------|------------------------|-------------------------|
| 1.1 | 25 March 2026 | At least every 2 years | Domanique Bridglalsingh |

1. Purpose and commitment

This Gender Equality Plan sets out Emerald Green Power Ltd's commitment to equal opportunity, fair treatment, inclusive working practices and a respectful working environment. It is intended both as a practical internal policy framework and as a formal document suitable for website publication and Horizon Europe-related due diligence.

Emerald Green Power Ltd is committed to ensuring that staff, applicants, contractors and collaborators are treated fairly and with dignity and respect. The company will seek to remove barriers to equal participation, improve transparency in recruitment and progression, support work-life balance, prevent harassment and discrimination, and monitor outcomes proportionately to company size.

2. Scope

- recruitment, selection and onboarding
- pay, progression, responsibilities and development opportunities
- working patterns, flexibility and work-life balance
- leadership and decision-making participation
- training, awareness and organisational culture
- reporting and response routes for bullying, harassment and sexual harassment

3. Governance, approval and resources

Overall accountability for this plan sits with top management. Day-to-day coordination sits with the Equality Lead, Domanique Bridglalsingh, supported by management oversight and, where needed, external HR or legal advice. The company will allocate proportionate staff time and management attention to implementation, including policy review, training, monitoring, and action follow-up.

This plan is intended to be published on the Emerald Green Power Ltd website following formal approval by top management. Evidence of approval, implementation responsibility and review will be retained internally.

4. Thematic areas and company measures

| Area | Company measures | Indicative target / review point |
|---|--|---|
| Work-life balance and organisational culture | Support flexible working where operationally possible; avoid unnecessary exclusionary meeting practices; promote respectful communication and inclusive team culture. | Annual management review of flexibility requests, workload concerns and culture issues. |
| Gender balance in leadership and decision-making | Consider balance when forming decision groups, allocating visible responsibilities and representing the company externally, proportionate to company size. | Review leadership and decision-making participation at least every two years. |
| Gender equality in recruitment and career progression | Use role-based selection criteria, fair shortlisting and consistent interview practice; review responsibility allocation and progression decisions for fairness. | Review recruitment outcomes and progression decisions in the monitoring cycle. |
| Integration of the gender dimension into research, innovation or project work | Where relevant, consider whether sex, gender, vulnerability or differential user impacts should be reflected in design, analysis, interpretation, communication or deployment decisions. | Include this consideration in relevant Horizon Europe and client projects. |
| Measures against gender-based violence including sexual harassment | Maintain a zero-tolerance approach to bullying, harassment and sexual harassment; provide clear reporting routes and investigate concerns promptly and fairly. | Annual reminder to staff and review of any incidents or lessons learned. |

5. Reporting concerns and handling issues

Any staff member who experiences or witnesses discrimination, bullying, harassment or sexual harassment should be able to raise this with a manager, the Equality Lead, or another suitable senior point of contact. Concerns will be treated seriously, handled as confidentially as possible, and reviewed promptly and fairly. Retaliation against anyone raising a concern in good faith will not be tolerated.

Where needed, the company may seek external advice to ensure a fair process. Outcomes may include informal resolution, management action, policy clarification, training, or formal escalation depending on the nature of the issue.

6. Monitoring, data and review

Emerald Green Power Ltd will maintain proportionate, sex-disaggregated data on personnel and recruitment activity where possible and lawful. Monitoring is intended to help identify patterns, not to create unnecessary administrative burden. Data will be reviewed at least every two years and may include, where available:

- number of applicants by role and stage
- number of staff by broad role type or level
- recruitment outcomes and departures
- promotion or responsibility-allocation decisions where relevant
- take-up of training, awareness activity and flexible working arrangements

A short internal review note will be prepared at least every two years to record key findings, progress, issues arising and any follow-up actions.

7. Training and awareness

The company will provide awareness-raising and training for staff and decision-makers on equality, inclusion, respectful behaviour at work and, where appropriate, unconscious bias. This may be delivered through induction, refresher sessions, internal briefings or external support.

- induction or briefing for new staff on equality, dignity and respect at work
- periodic refresher input for staff
- specific input for decision-makers involved in recruitment, management or progression decisions
- practical guidance on preventing and responding to bullying, harassment and sexual harassment

8. First review-cycle implementation targets

- 1 Publish this plan on the company website and keep it publicly accessible.
- 2 Maintain a named Equality Lead and record oversight responsibility.
- 3 Run at least one awareness or training activity for staff and managers each year.
- 4 Maintain a simple monitoring sheet and complete a review note at least every two years.
- 5 Review recruitment wording and interview practice for fairness and inclusion.
- 6 Confirm and communicate internal reporting routes for bullying, harassment and sexual harassment.

9. Horizon Europe alignment

This plan is designed to satisfy the four minimum process-related elements commonly checked in the Horizon Europe GEP questionnaire: a public formal document, dedicated resources and responsibility, data collection and monitoring, and training or awareness activity. It also addresses the recommended thematic areas through concrete measures and review points appropriate to an SME.

| Portal criterion | How this plan addresses it |
|--------------------------------|---|
| Public GEP | Plan intended for website publication following management approval. |
| Dedicated resources | Named Equality Lead, management oversight and proportionate resource commitment. |
| Data collection and monitoring | Sex-disaggregated workforce and recruitment monitoring with review at least every two years. |
| Training | Awareness and training for staff and decision-makers on equality, inclusion and respectful conduct. |

10. Approval and publication note

This document becomes the current Emerald Green Power Ltd Gender Equality Plan once approved by top management and published on the company website. Supporting implementation records may include an approval record, monitoring sheet, training schedule and attendance records, and periodic review notes.

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| Approved by Ian Gordon - CEO _____ Name / role | Signature  _____ | Date 01/12/2024 _____ |
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